

CHECK LIST AND INSTRUCTIONS FOR SUBMITTING BUILDING PERMIT APPLICATION

STEP 1 - Obtaining a Building Permit Application

Building Permits are available at 685 Route 134, South Dennis, MA 02660 or on the town's website at http://www.town.dennis.ma.us/Pages/DennisMA_Building/forms

STEP 2 - Information Needed to File Building Permit Application (if applicable)

- Two (2) copies of Site Plan, with setbacks and lot coverage clearly noted on plan
- Two (2) sets each of Construction Plans (Floor Plans, Structural Design, Elevations)
- One (1) copy of Signed Elevations from Historic (if applicable).
- An Owner's Authorization letter if different from applicant.
- Worker's Compensation Form (all applications require WC form, including home owners)
- Copies of HIC and Construction Supervisor's License if contractor is applicant
- Owners Notification if owner is applicant
- If applicable: Recorded ZBA decision (plans submitted with building permit application must match the plans on the decision)

***Additional materials may be required upon request from the building inspector**

STEP 3 Filling out the Application

- Complete entire first page including map and parcel, owners information, structure use, type of work, and detail of work
- Work description must include all work to be done as well as project specifics.
- Flood zone and zoning information must be completed if any changes to the footprint including additions and decks
- Application must be signed by the applicant

STEP 4 SIGN OFFS (Once the Building Permit Application has been filled out see the following Departments for Sign Off)

- Health Department required for all applications (Located: Annex Building, 2nd floor, 685 Route 134, South Dennis, MA 02660)
- Historic District (Located: Annex Building, 685 Route 134, South Dennis, MA 02660) required if home is located within a Historic District for exterior work only
- Building Department will check taxes upon submittal of all completed applications
- Conservation & Natural Resource Office (Located: Annex Building, 685 Route 134, South Dennis, MA 02660) required if building outside of footprint including decks
- Town Engineer Storm Water Review (Located: 120 Theophilus Smith Road, South Dennis, MA) Required for any new construction 500 sq ft or more. Document is located within application

STEP 5 - Submitting Building Permit Application to Building Department

- If applicable - Application fee for new construction only – Residential \$26.00 and Commercial \$73.00
- Submit materials stated in step 2

**The building department has 30 days to approve or deny applications.
Any questions call 508-760-6157.**